

Professional and Managerial Branch
Water Utilities Administration Group
Systems Management Series

E.P.W.U. BUSINESS STRATEGY ANALYST

6/02 (AM)

General Purpose

Under direction, conduct a wide range of complex policy and strategy research and analysis projects that support El Paso Water Utilities (EPWU) business development.

Typical Duties:

Coordinate tracking of trends in and interpretation of current and proposed legislation and regulations, and funding programs to forecast and evaluate effects on various phases of EPWU, functions, policies and financing. Involves: Study designated aspects of legal, economic, environmental, sociological, technological and other issues pertaining to existing and future EPWU operations and services goals, compile, break down, summarize, compare, estimate and chart demographic and financial information, report on circumstances and feasibility of new and changed projects or ventures, and recommend and justify strategy and policy alternatives. Represent EPWU as authorized when serving on committees or attending ad hoc meetings to facilitate cooperative planning by EPWU management and lobbyists with federal and state legislators, regulatory and funding agencies representatives, local governments and water utilities, other City departments, international regional councils, and civic and business groups to deal with ongoing and emerging conditions and opportunities as assigned. Participate in preparation of annual state and federal funding agendas and requests, requests for proposals, presentations to officials, strategic plan updates, policy statements, position papers and other business strategy and policy documents.

Perform related incidental professional analytical and administrative duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services. Assist in management of various water and wastewater projects as assigned. Serve on ad hoc committees. Maintain activity records.

Knowledge, Skills and Abilities

- Considerable knowledge the legislative process, its steps and influence points.
- Considerable knowledge of urban and regional planning, and related water resources issues.
- Good knowledge of EPWU programs, policies and operations and related legislative, intergovernmental affairs, community relations and public affairs issues and challenges.
- Good knowledge of project planning, budgeting and management principles and practices.
- Good knowledge of state and federal lobbying ethics laws and rules.
- Some knowledge of federal, state and local laws and regulations applicable to water related issues.
- Ability to establish and maintain effective working relationships with department directors, state and local elected officials, board members, other governmental agencies, professional and community organizations and committees, the media and the public.
- Ability to express oneself clearly, concisely, accurately and completely, both orally and in writing, to explain and make recommendations on complex legislative, intergovernmental public policy issues when preparing and presenting analyses, reports, correspondence and records.

Other Job Characteristics

- Frequent safe operation and care of a personal computer, and generic and specialized business software.
- Occasional safe operation and care of a motor vehicle through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to an accredited Bachelor's Degree in Public or Business Administration, Urban Planning or a related field, and five (5) years of increasingly responsible professional experience in city or regional planning, industrial development, marketing, government relations, financial administration, economics, project management or water utility operations.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Personnel Director

Department Head